



Government Support Services – Contracting
100 Enterprise Place
Suite # 4
Dover, DE 19904-8202

September 2, 2011

TO: ALL OFFERORS

FROM: MICHAEL BACU
STATE CONTRACT PROCUREMENT OFFICER

SUBJECT: REQUEST FOR PROPOSAL – ADDENDUM
NO.: GSS11612-JANITORIAL
JANITORIAL SERVICES

ADDENDUM #5

1. This addendum adds new facilities in the City of Newark. **Mandatory walkthrough** dates and specifications are provided.

Two tour dates and times are available. Each tour date will walk through all facilities. The tour begins at Location No. 1, Municipal Building, 220 Elkton Road, Newark, DE 19711 at the time given.

Wednesday,	September 7, 2011	10:00 a.m.
Thursday,	September 8, 2011	10:00 a.m.

Questions regarding the walkthrough arrangements can be addressed to:

Carol Houck
302-366-7020
chouck@newark.de.us

Questions will be accepted for the City of Newark Facilities until 3:00 p.m. September 9, 2011.

GSS11612-JANITORIAL
RFP – Addendum 5

A. LOCATION NO. 1 - Municipal Building: 220 Elkton Road, Newark, DE 19711

B. BUILDING SPECS

Usable Sq. Feet:

-Vinyl: 5465

-Carpet: 19,710

-Restroom Sq. Feet (Vinyl): 30

-Restroom Sq. Feet (Ceramic): 750

Total Cleanable Square Feet: 26,497

C. FREQUENCY

1. Sweeping, dust mopping and wet mopping (uncarpeted areas): Daily (Mon. – Fri.)
2. Vacuuming (carpeted areas): Vestibules, lobbies and entries completed daily. All other vacuuming tasks completed Monday, Wednesday, Friday or as necessary (ex. spills, construction, etc.)
3. Trash removal: Daily
4. Cleaning and disinfecting: Daily
5. Polishing: Daily
6. Dusting:
 - a. Tuesday & Thursday: All furniture and fixtures – remove fingerprints; window sills, ledges, etc; vending machines; stairwells, stairs, landings, railings, etc.
 - b. Monthly (2nd Week of each month) – clean and sanitize all restroom walls from floor to ceiling; all restroom partitions (all sides); wash baseboards; dust and clean all ceiling vents; clean and remove all debris from light fixtures.
 - c. Weekly: Clean and polish all brass/bright work; dust blinds
7. Routine Window Maintenance Cleaning of all Entryway Windows/Doors.

D. SPECIAL REQUIREMENTS

Services shall not be performed during regular business hours of 8:30 a.m. to 5 p.m. Monday through Friday.

E. RATE REQUIREMENT

The City of Newark seeks a Monthly price for servicing this location as described above.

GSS11612-JANITORIAL
RFP – Addendum 5

A. LOCATION NO. 2 - Newark Police Department 220 Elkton Road, Newark, DE 19711

B. BUILDING SPECS

Usable Sq. Feet:

-Vinyl: 2,570

-Quarry Tile: 3,575

-Ceramic Tile: 1,780

-Epoxy Floor: 1,650

-Concrete: 2,900

-Carpet: 12,475

-Restrooms/Locker rooms Sq. Feet (Ceramic): 2813

Total Cleanable Square Feet: 27,763

C. FREQUENCY

1. Sweeping, dust mopping and wet mopping (uncarpeted areas): Daily (Mon. - Fri.)
2. Vacuuming (carpeted areas): Vestibules, lobbies and entries completed daily. All other vacuuming tasks completed Monday, Wednesday, Friday or as necessary (ex. spills, construction, etc.)
3. Trash removal: Daily
4. Cleaning and disinfecting: Daily
5. Polishing: Daily
6. Dusting:
 - a. Tuesday & Thursday: All furniture and fixtures – remove fingerprints; window sills, ledges, etc; vending machines; stairwells, stairs, landings, railings, etc.
 - b. Monthly (2nd Week of each month) – clean and sanitize all restroom walls from floor to ceiling; all restroom partitions (all sides); wash baseboards; dust and clean all ceiling vents; clean and remove all debris from light fixtures.
 - c. Weekly: Clean and polish all brass/bright work; dust blinds; clean and sanitize all interior of holding cells.
7. Routine Glass Entry Door Cleaning for fingerprints.

D. SPECIAL REQUIREMENTS

All Services must be performed during the hours of 6:30 a.m. and 5:00 p.m. Monday through Friday.

E. RATE REQUIREMENT

The City of Newark seeks a Monthly price for servicing this location as described above.

GSS11612-JANITORIAL
RFP – Addendum 5

- A. **LOCATION NO. 3 - George Wilson Community Center**, 303 New London Road,
Newark, DE 19711

B. **BUILDING SPECS**

Usable Sq. Feet:
-Linoleum: 5,456
-Carpet: 1800
-Restroom Sq. Feet (Linoleum): 518
Total Cleanable Square Feet: 7100

C. **FREQUENCY**

1. Sweeping, dust mopping and wet mopping (uncarpeted areas): Daily (Mon. – Sat.)
2. Vacuuming (carpeted areas): Vestibules, lobbies and entries completed daily. All other vacuuming tasks completed Monday, Wednesday, Friday or as necessary (ex. spills, construction, etc.)
3. Trash removal: Daily
4. Cleaning and disinfecting: Daily
5. Polishing: Daily
6. Dusting:
 - a. Tuesday & Thursday: All furniture and fixtures – remove fingerprints; window sills, ledges, etc; vending machines; stairwells, stairs, landings, railings, etc.
 - b. Monthly (2nd Week of each month) – clean and sanitize all restroom walls from floor to ceiling; all restroom partitions (all sides); wash baseboards; dust and clean all ceiling vents; clean and remove all debris from light fixtures.
 - c. Weekly: Clean and polish all brass/bright work; dust blinds

D. **SPECIAL REQUIREMENTS**

Services are not to be performed during regular business hours which are 8:30 a.m. to 10:30 p.m. daily.

E. **RATE REQUIREMENT**

The City of Newark seeks a Monthly price for servicing this location as described above.

GSS11612-JANITORIAL
RFP – Addendum 5

- A. **LOCATION NO. 4 - Maintenance Complex,** 401 Phillips Avenue,
Newark, DE 19711

B. BUILDING SPECS

Usable Sq. Feet: (Building #1 – Garage and Offices)

- Restroom/ Locker room square feet (Vinyl): 565
- Hallways offices square feet (Vinyl): 640
- Garage Office/Storage and Break Room square feet (concrete): 400
- Total Cleanable square feet: 1605

Usable Sq. Feet: (Building #2 – Warehouse and Training Room)

- Restrooms square feet (Vinyl): 112
- Training Room square feet (Vinyl): 1200
- Hallway and snack area square feet (Vinyl): 360
- Total Cleanable square feet: 1672
- Warehouse itself does not get cleaned.

Usable Sq. Feet: (Building #3 – Parks Maintenance Bldg.)

- Restrooms and showers square feet (ceramic): 122
- Locker Room square feet (vinyl): 143
- Shop Area square feet (concrete): 1271
- Total Cleanable square feet: 1536

C. FREQUENCY

1. Sweeping, dust mopping and wet mopping (uncarpeted areas): Daily (Mon. – Fri.)
2. Vacuuming /sweep: Vestibules, lobbies and entries completed daily. All other tasks completed Monday, Wednesday, Friday or as necessary (ex. spills, construction, etc.)
3. Trash removal: Daily
4. Cleaning and disinfecting: Daily
5. Polishing: Daily
6. Dusting:
 - a. Tuesday & Thursday: All furniture and fixtures – remove fingerprints; window sills, ledges, etc; vending machines; etc.
 - b. Monthly (2nd Week of each month) – clean and sanitize all restroom walls from floor to ceiling; all restroom partitions (all sides); wash baseboards; dust and clean all ceiling vents; clean and remove all debris from light fixtures.
 - c. Weekly: Clean and polish all brass/bright work; dust blinds.

D. SPECIAL REQUIREMENTS

Services shall not to be performed during regular business hours which are 7:00 a.m. and 4:00 p.m. Monday through Friday.

E. RATE REQUIREMENT

The City of Newark seeks a Monthly price for servicing this location as described above.

GSS11612-JANITORIAL
RFP – Addendum 5

- A. LOCATION NO. 5 - Newark Parking Office**, 45 East Main Street – 2nd Floor
Galleria, Newark, DE 19711

B. BUILDING SPECS

Usable Sq. Feet:

- Vinyl: 225
- Carpet: 675
- Restroom Sq. Feet (Vinyl): 24
- Total Cleanable Square Feet: 900

C. FREQUENCY

1. Sweeping, dust mopping and wet mopping (uncarpeted areas): Per Visit (Mon., Wed., Fri.)
2. Vacuuming (carpeted areas): Vestibules, lobbies and entries completed daily. All other vacuuming tasks completed Monday, Wednesday, Friday or as necessary (ex. spills, construction, etc.)
3. Trash removal: Per Visit (Mon. Wed., Fri.)
4. Cleaning and disinfecting: Per Visit (Mon., Wed., Fri.)
5. Polishing: Per Visit (Mon., Wed., Fri.)
6. Dusting:
 - a. Monday & Friday: All furniture and fixtures – remove fingerprints; window sills, ledges, etc;
 - b. Monthly (2nd Week of each month) – clean and sanitize restroom walls from floor to ceiling; all restroom partitions (all sides); wash baseboards; dust and clean all ceiling vents; clean and remove all debris from light fixtures.
 - c. Weekly: Clean and polish all brass/bright work; dust blinds.

D. SPECIAL REQUIREMENTS

Services shall not to be performed during regular business hours which are 8:00 a.m. to 6:00 p.m. Monday through Friday.

E. RATE REQUIREMENT

The City of Newark seeks a Monthly price for servicing this location as described above.

All other terms and conditions remain the same.